

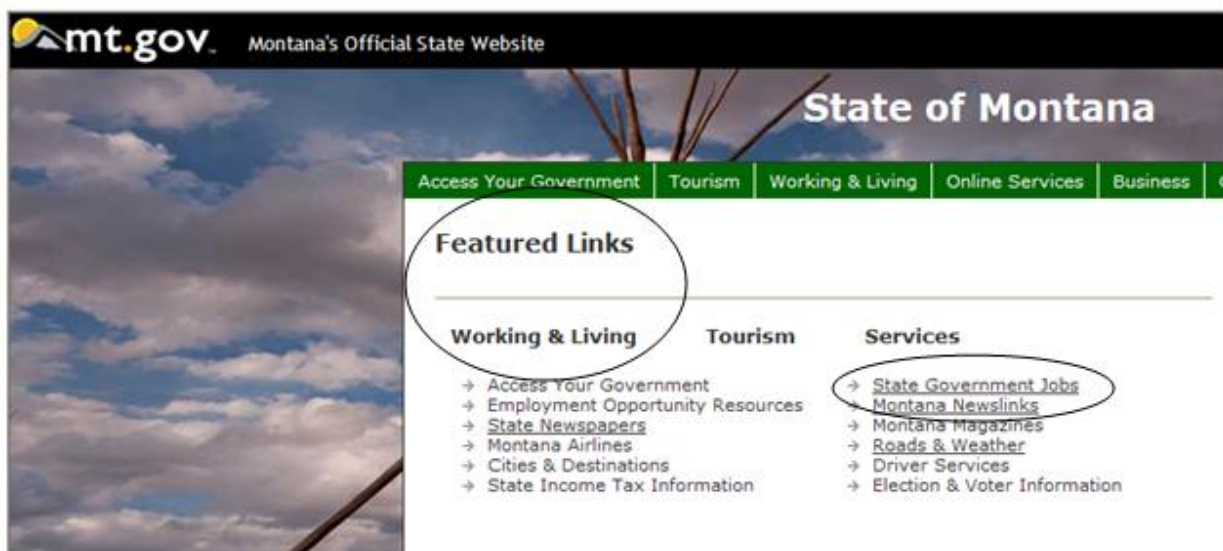
How to Find a Job Listing

Learn how to:

- Find a job listing
- Sort job listing information
- Search for a job
- View Job Status -Recruiting, Screening, Hiring
- View Job Listing Details

To begin, click on **State Government Jobs** under Featured Links Working & Living located here: <http://mt.gov/>. If you move your cursor over the Tourism or Services headings, the menu will change. Move your cursor back over the Working & Living heading to find the **State Government Jobs** link.

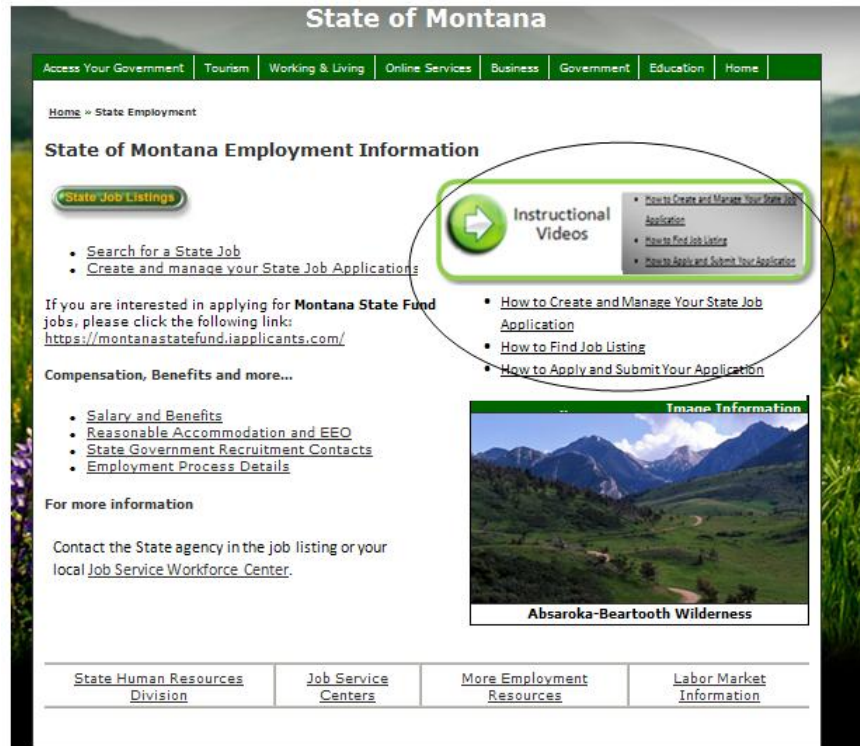
The page looks like this:



NOTE: Montana's Official State Website is <http://mt.gov/>. Under **Working & Living**, you will find a variety of information about working and living in Montana such as state newspapers, Montana cities and destinations, and State Government Jobs.

When you click on **State Government Jobs**, it takes you to the **State of Montana Employment Information** page.

The page looks like this:



Please review the written and video instructions on **How to Create and Manage Your State Job Application** and **How to Apply and Submit Your Application**.





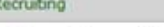





To find a job, you may click on the **State Job Listings** button or [Search for a State Job](#) link.



When you click on the **State Job Listings** button, it includes a list of all current open positions.

The page looks like this:

Job Search Results

Position	Location	Status	Close Date
Accountant-Auditor-School Finance 7960-12A6 Office of Public Instruction	Helena	 Recruiting	6/29/2012 Apply Online >>
Accounting Technician 7958-12A6 Natural Resources and Conservation	Helena	 Recruiting	6/28/2012 Apply Online >>
Accounting Technician - Leadworker 7977-12AC Public Health and Human Services	Helena	 Recruiting	7/5/2012 Apply Online >>
Administrative Assistant 7938-12AE Transportation	Billings	 Recruiting	7/6/2012 Apply Online >>
Administrative Assistant 8005-12B1 State Auditor	Helena	 Recruiting	7/9/2012 Apply Online >>
Administrative Assistant - Re-Advertised 7768-1288 Commerce	Helena	 Recruiting	Open Until Filled Apply Online >>
Audit Supervisor 7963-12A7 Transportation	Helena	 Recruiting	Open Until Filled Apply Online >>
Budget Analyst - Re-advertised 7201-12A5 Public Health and Human Services	Helena	 Recruiting	6/27/2012 Apply Online >>
Centralized Intake Specialist - Re-advertised 7004-1298 Public Health and Human Services	Helena	 Recruiting	Open Until Filled Apply Online >>
Certified Nurse Aid 7328-1250 Public Health and Human Services	Columbia Falls	 Recruiting	Open Until Filled Apply Online >>
Next >>			<input type="checkbox"/> Include Closed

[View All Listings](#) | [Search Again](#)
[Manage My Applications](#) | [State of Montana Employment Information](#)

Listings per page: 20

At the top of the page, you may sort by clicking on the page header columns. At the bottom of the page, you may select the number of listings to view per page by clicking on the drop-down arrow. You may also select **Next>>** to display more jobs on a new page.

In addition, you may select the check box to **Include Closed** jobs. This re-runs the search to include job listings that have closed. Notice there is no Apply Online button for the jobs that are closed.

The page looks like this:

Job Search Results

Position	Location	Status	Close Date
Accountant 6592-125 Transportation	Helena	Screening	1/17/2012
Accountant 8059-128C Transportation	Helena	Recruiting	7/16/2012 Apply Online >>
Accountant - Pay and Benefits 8054-128B Commerce	Helena	Recruiting	Open Until Filled Apply Online >>
Accountant for DC 7760-128A Administration	Helena	Recruiting	6/8/2012
Accountant-Auditor-School Finance 7960-12A6 Office of Public Instruction	Helena	Screening	6/29/2012
Accounting Technician 7831-1296 Justice	Helena	Screening	6/12/2012

The status column shows the status of the job listing - **Recruiting, Screening, or Hiring**.

The status looks like this:

Job Search Results

Position	Location	Status	Close Date
Administrative Assistant 5115-127B Administration	Helena	Hiring	6/29/2012 Apply Online >>
Administrative Assistant - Test 5117-127A Administration	Helena	Recruiting	6/29/2012 Apply Online >>
Administrative Assistant - Test 5167-12B1 Administration	Helena	Recruiting	7/25/2012 Apply Online >>
Administrative Assistant- Copy 2 5151-129C Administration	Helena	Screening	6/28/2012 Apply Online >>

Recruiting means an agency is recruiting and has not started the screening process.

Screening means agency managers are reviewing applicants' application materials. **Note:** To make the process more efficient, many HR staff and hiring managers may screen application materials as applicants apply. Therefore, the job may still be open and in the screening status.

Hiring means agency managers are making job offers. In some cases, the job may still be open because there is more than one opening.

For advanced search options, you can click on the link [Search for a State Job](#) on the [State of Montana Employment](#) page.

The page looks like this:



When you click [Search for a State Job](#), it will take you to the Search State Job Listings page.

The page looks like this:

Search State Job Listings

Enter Search Criteria:

Keyword Search: (ex: accountant, systems, conservation, library, law)

Position/Listing Number Search: (ex: 56300301, 1743-09F6)

Additional Search Criteria:

Date Range:
Jobs posted within the last

Category:






Location:
Jobs within miles
of

Agency:

This page has many search options, including a keyword, position or listing number, date range, location, occupational category and agency. You can also search by multiple options. When you have entered your option (s), click on the **Search** button at the bottom of the page. It will display search results matching your criteria.

For example, the search option of Agency: with the choice of **Administration** looks like this:

Job Search Results

Position	Location	Status	Close Date
Bank Examiner 8060-12BC Administration	Billings	 Recruiting	7/22/2012 Apply Online >>
Enterprise Operations Center Analyst 7965-12AF Administration	Helena	 Recruiting	7/16/2012 Apply Online >>
HR Generalist - Senior Level 8084-12C1 Administration	Helena	 Recruiting	8/3/2012 Apply Online >>
Legal Secretary 7018-122D Administration	Helena	 Screening	Open Until Filled Apply Online >>
Network Administrator 8055-12B9 Administration	Helena	 Recruiting	7/22/2012 Apply Online >>

☒ Include Closed

When you click on a title such as **Network Administrator**, it will bring up detailed information about the job.

The top part of the **Job Listing Details** page looks like this:

State of Montana

Job Listings

[INSTRUCTIONS](#)
[FEEDBACK](#)

Job Listing Details

The State of Montana is an equal opportunity employer.

Job Listing Detail

Position Title: Network Administrator

Position Number(s): 61166124, 61166979

Openings: 2

Location: Helena

Job Status: Full-Time Permanent

Shift: Daytime

Date Posted: 7/3/2012

Closing Date: 7/22/2012

Department: Administration

Division: State Information Technology Services

Bureau:

Band/Grade: 6

State Application Required: No

Salary: \$37,027.00 - \$53,040.00

Salary Unit: Yearly

*Applications must be received by Midnight Mountain Time on the closing date.

Listing Number: 8055-12B9

[Apply Online >>](#)

For more information contact:

State Agency:

Administration

P.O. Box 200108

Helena, MT 59620-0108

Phone:(406)444-4605

Fax:(406)444-2812

TTY:Montana Relay Service at 711

E-mail:doahr@mt.gov

- OR -

[Local Montana Job Service Workforce](#)

Additional Salary Information: Starting salary and band level depend on qualifications.

Applicant Pool: If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

It has job information including position title and number, openings, closing date, salary and whether or not the job requires a state application. There is also the **Apply Online** button.

The bottom part of the **Job Listing Details** page looks like this:

<p>Special Information:</p> <p>The <u>Department of Administration</u> and <u>SITSD</u> can offer you: <u>Benefits</u>, opportunity for career advancement, job stability, and the chance to live and work in <u>Helena, MT</u>!</p> <p>Cover Letter and Resume: A cover letter and resume are required to apply for this position. In your cover letter, please provide examples of how you have demonstrated your problem-solving skills, technical skills, and communications skills in your previous employment. Please include dates of employment in your resume.</p> <p>A state of Montana application is not required at this time.</p> <p>Competencies:</p> <p>Examples of competencies displayed are as follows:</p> <ul style="list-style-type: none">• Working knowledge of the theories, principles, and practices of Information Technology.• Results oriented with the ability to work independently and in teams.• Strong documentation, research, and problem solving skills.• Must have skills to assess and solve complex problems; perform analyses; devise methodologies and solutions.• Clearly and concisely form and express ideas and concepts, and interpret and present technical information and findings to peers.• Apply innovative thinking in conjunction with technical understanding of emerging technologies. <p>Education/Experience:</p> <p>The above knowledge, skills, and abilities are typically acquired through a minimum of:</p> <ul style="list-style-type: none">• An Associate's degree in Computer Science or related field; and• 4 years' experience working as an IT professional in a related field; OR• Alternate combinations of education and experience will be accepted on a case-by-case basis. <p>Supplemental Questions: None Required</p> <p>Additional Materials Required:</p> <ol style="list-style-type: none">1. Cover Letter2. Resume

It includes additional sections on Special Information, Competencies, Education/Experience, Supplemental Questions and Additional Materials Required.

If there are no Supplemental Questions, it will show: **None Required**.

The Additional Materials Required includes resumes, cover letters, writing samples, or transcripts. If there are no required materials, it will show **None Required**.

To create an application and apply for a job, see the written and video instructions on **How to Create and Manage Your State Job Application** and **How to Apply and Submit Your Application**.

Thank you for considering employment with the State of Montana.

Contact Information

The State of Montana has a decentralized human resources system and each agency is responsible for its own recruitment and selection processes.

Therefore, to get help with the online employment application or for information concerning a specific job listing, contact the state agency human resources staff identified on the job listing.

The [State Government Recruitment Contacts](#) list also contains agency specific contact information.